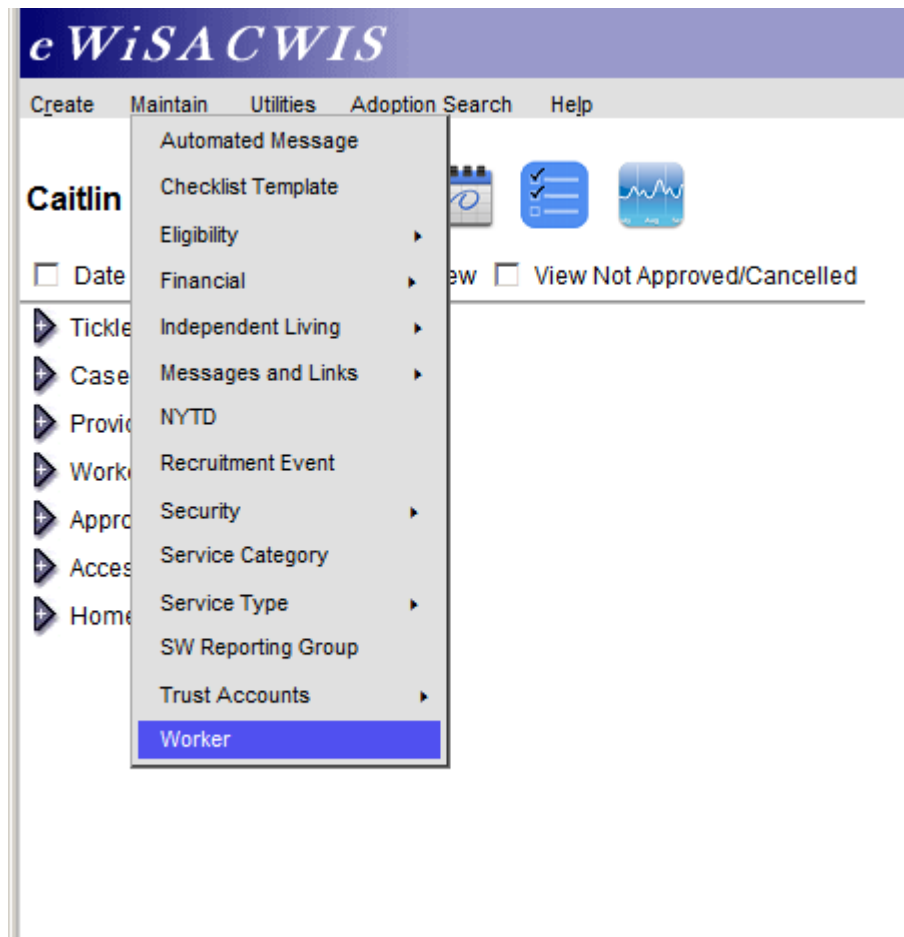


Maintain Worker Record

The Maintain Worker page is used to update information about an existing worker, add a new worker, and create security requests for that worker. The page can be used to update a worker's job class, location, supervisor, and person management information. If a worker moves from one county to another, update the existing worker record by following these steps. **Do not create duplicate worker records.**

1. Click on Maintain > Worker. This will open the Maintain Worker Information page.



2. Click on the [Search](#) hyperlink to search out the existing worker you wish to update information about, or to search for a new worker being added.

Note: Workers will only see the Basic tab on the Maintain Worker Information page. Supervisors and Security Delegates will see the Worker Security tab as well.

Maintain Worker Information - Internet Explorer

eWiSACWIS Print Spell Check Help

Worker

Name: County: Employee ID: [Search](#)

Basic **Worker Security**

Current Position Information

Start Date: 00/00/0000 End Date: 00/00/0000 CAPTA Maltreater Review Coordinator? ☐ Yes ☒ No
Independent Living Coordinator? ☐ Yes ☐ No
Status: Supervisor Name: ☐ Medicaid Rep

Worker Type

☐ County
☐ State
☐ Vendor

Contact Information

Phone: Ext: Cell: Fax: Email:

Location

Employing Entity: County/State: Site/Office: Unit:

Worker Role

Type: Primary Function: Start Date: End Date: DCF 43 Required

[Insert](#) [Save](#) [Close](#)

100%

3. Type the name of the worker and click the Search button. If the correct worker is found select the radio button next to the worker. If the worker is not returned, click the Create button to create a new person that is not already known to eWiSACWIS. See the Person Management User Guide for assistance creating the new record. Once the proper worker is selected or created, click Continue.

Person Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help


Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

☒ Incl. AKA Search Precision: Sort By: **Search**

Record 1 to 1 of 1

Persons Returned

☐  [Johnson, Renee \(9194583 \)](#) Female 03/03/1983 Caucasian

Create Continue Close

4. The Basic tab of the Maintain Worker Information page will pre-fill with information regarding the worker. The worker name is a hyperlink and will open the worker's Person Management record where their name and other basic demographic information can be updated. On the Maintain Worker Information page you will find:
- **Current Position Information** group box contains Start and End Date, Status, CAPTA Maltreatment review Coordinator (allows worker to be receive maltreatment ticklers at end of IA), Independent Living Coordinator (if Yes worker receives IL Messages), Medicaid Rep (this allows a worker to approve and send MA requests to the State), and the Supervisor Name. To add or change the worker's supervisor, click the [Search](#) hyperlink.
 - **Worker Type** group box displays if the worker is County, State, or Vendor.
 - **Contact Information** group box displays the Phone, Ext., Cell, Fax, and Email.
 - **Location** group box is used to document the Employing Entity, County/State, Site/Office, and Unit.
 - **Worker Role** group box is where you enter information about the worker's primary (more than 50%) job function. This is used to determine if this worker is subjected to Wisconsin Administrative Code DCF 43. To insert a new row in the Worker Role group box, click the Insert button. If there was a previous row already existing, you must enter an End Date before the Insert button will be enabled and a new row can be inserted. If the Worker Role is either Case Worker or Supervisor and the Primary Function is CPS, the 'DCF 43 Required' checkbox will automatically be checked, and this worker will appear in the CM1801 – DCF 43 Worker Training Report.

Worker
Name: [Cake, Caitlin M. \(10173\)](#) County: Milwaukee Employee ID: 3650006 [Search](#)

Basic **Worker Security**

Current Position Information
Start Date: 01/01/1996 End Date: 00/00/0000 CAPTA Maltreatment Review Coordinator? ☐ Yes ☒ No
Independent Living Coordinator? ☐ Yes ☒ No
Status: Active Supervisor Name: Caitlin M Cake [Search](#) ☒ Medicaid Rep

Worker Type
☐ County ☒ State ☐ Vendor

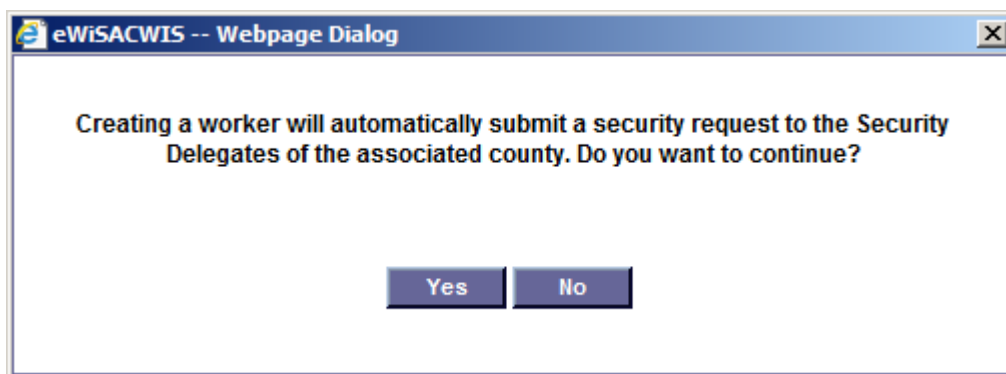
Contact Information
Phone: (123)456-7890 Ext: 1234 Cell: Fax: Email: caitlin.cake@wisconsin.gov

Location
Employing Entity: COUNTY County/State: Milwaukee Site/Office: No data found Unit: Intake

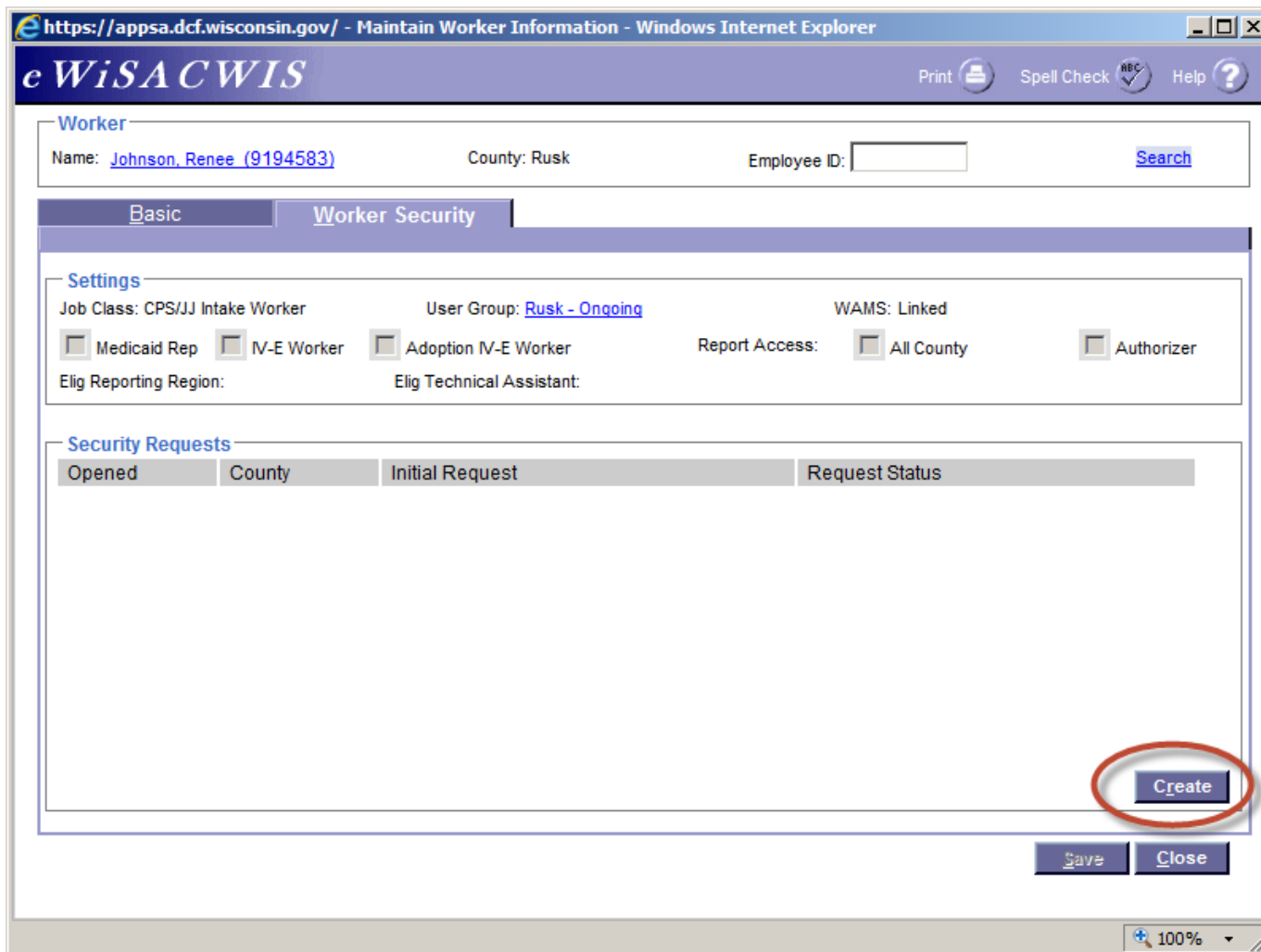
Worker Role
Type: Supervisor Primary Function: CPS Start Date: 12/28/2010 End Date: 00/00/0000 DCF 43 Required: ☒
[Insert](#)

[Save](#) [Close](#)

5. If the worker is a new worker, the following message will appear upon saving the page. Clicking “yes” to this message will create a security request to your Security Delegate. Clicking “No” to this message, will not allow you to “activate” a new worker and save. Go to the Worker Security tab to access the security request.



6. The Worker Security tab displays details related to the worker’s security. To modify this worker’s security, click Create to create a new security request.

A screenshot of the eWiSACWIS application in a Windows Internet Explorer browser. The address bar shows "https://apps.dcf.wisconsin.gov/ - Maintain Worker Information - Windows Internet Explorer". The page title is "eWiSACWIS". The main content area is titled "Worker" and shows details for "Johnson, Renee (9194583)" in "County: Rusk". There is an "Employee ID:" field and a "Search" button. Below this are two tabs: "Basic" and "Worker Security". The "Worker Security" tab is active. Under the "Settings" section, there are checkboxes for "Medicaid Rep", "IV-E Worker", and "Adoption IV-E Worker". There is also a "Report Access:" section with a checkbox for "All County" and an "Authorizer" checkbox. Below the settings is a "Security Requests" section with a table header: "Opened", "County", "Initial Request", and "Request Status". At the bottom right of the "Security Requests" section, there is a "Create" button circled in red. At the bottom of the page are "Save" and "Close" buttons. The browser status bar at the bottom right shows "100%".

7. If the worker is not a new worker to eWiSACWIS, the Security Request page will default to a Change Request Type. Select Delete if you want Delete the worker.

Processing

Request Type: ☐ New ☒ Change ☐ Delete

Worker record(s) to adjust:

[acute care worker, Julianne](#) [Remove](#)

Delegate:

Liaison:

☐ CC to supervisor(s):
[DEFAULT WORKER, KINSHIP CASE:](#)

02/07/2017 10:09 AM -- Bundrage, Jenny --
Fields changed: Delegate

02/07/2017 10:09 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 10:10 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 10:10 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 10:10 AM -- Bundrage, Jenny --
Fields changed: Delegate

02/07/2017 10:10 AM -- Bundrage, Jenny --
Fields changed: Liaison, Delegate

8. The column on the left is the Requested Changes that you'd like the worker's security to become. The center column, Current Settings, is the current security the worker has. Anything highlighted in yellow are the differences between the two columns. If you'd like to make a worker's security exactly like another worker's, select the Search hyperlink under the Compared Worker column.

Create Security Request -- Webpage Dialog

cWiSACWIS Print Spell Check Help

Security Request

Request ID: By: [Cake, Catlin \(6130118\)](#) Rusk Pending Submission

[More...](#) [Less...](#) [Default](#)

Requested Changes

Requested Settings	Current Settings	Compared Worker
Clear Send WAMS Registration email		Search
WAMS:	Johnson, Renee renee.johnson@ruskco.gov	
Security Delegate: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	
eWRpt. Authorizer: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Change	No	
Job Class		
Job Class Child Support	CPS/JJ Intake Worker	
Approval level: 1	1	
Can Assign: No	No	
Reporting Group:		
All expando: No	No	
Medicaid Rep: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Change	No	
User group: Search	Rusk - Ongoing	
Compare user groups		

Options: Go

Save Close

9. Selecting the Search hyperlink under the Compared Worker column brings you to the Worker Security Search page. The County will default to your county. In the below example a search is being done with all active worker's from Rusk County. Select the radio button next to the name of the worker whose security you want to copy and click "continue". (Or, if you know a worker's name with exact security you want, you can just type in their First name, Last name and search out that worker and click the radio button to insert their security.)

Worker Security Search -- Webpage Dialog

c WiSA CWIS Print Spell Check Help

Search Criteria

County: Site: Assigned To:

First Name: Last: User Group:

Email: Filter: Profile:

Worker ID: Job Class: Resource:

Supvr ID: Status: WAMS: Action:

Search Results (11)

☐ [Anderson, Paul \(10161450\)](#) Active [Rusk - Ongoing](#)
CPS/JJ On Going Case Worker Rusk - Rusk Courthouse, Rusk (COUNTY) Catlin Cake

☐ [Cake, Catlin \(6130118\)](#) Active Security Delegate [County Executive - Clinical](#)
CFS Program Manager Rusk - Rusk Courthouse, Rusk (COUNTY) Catlin Cake

☒ [Davids, Laura \(9820936\)](#) Active [Rusk - Fiscal](#)
Support Staff Rusk - Rusk Courthouse, Rusk (COUNTY) Catlin Cake

☐ [DefaultCnvWorker, RuskCounty \(1054\)](#) Active
Support Staff Rusk - Rusk Courthouse, Rusk (COUNTY) RuskCounty DefaultCnvWorker

☐ [DefaultWorker, Rusk \(54\)](#) Active [No Access At All](#)
Support Staff Rusk - Rusk Courthouse, Rusk (COUNTY) Catlin Cake

☐ [Felt, Amy \(9469816\)](#) Active [Rusk - Fiscal](#)
Support Staff Rusk - Rusk Courthouse, Rusk (COUNTY) Catlin Cake

☐ [Frisk, Bob \(9782460\)](#) Active [County Executive - Clinical](#)
Executive Director Rusk - Rusk Courthouse, Rusk (COUNTY) Bob Frisk

10. The yellow fields in the Current Settings and Compared Worker columns are the differences of what is currently being requested in the Requested Settings column. If Match is selected from the Compared Worker column, all of the Requested Settings will automatically update with the security of the worker you searched out.

Security Request -- Webpage Dialog

cWiSACWIS Print Spell Check Help

Security Request

Request ID: 8000203 06/12/2015 By: [Cake, Catlin \(6130118\)](#) Rusk Pending Submission

[More...](#) [Less...](#) [Default](#)

Requested Changes

Requested Settings	Current Settings	Compared Worker
Clear Send WAMS Registration email		
WAMS:		
Security Delegate: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Change	Johnson, Renee renee.johnson@ruskco.gov	Search Match Davids, Laura
eWRpt. Authorizer: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
Job Class		
Job Class Support Staff	CPS/JJ Intake Worker	Support Staff
Approval level: 1	1	1
Can Assign: No	No	No
Reporting Group:		
All expando: No	No	No
Medicaid Rep: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
User group: Rusk - Fiscal Search	Rusk - Ongoing	Rusk - Fiscal
Compare user groups		

Options: Go

Save Close

11. Saving the page with any changes will insert a row in the Processing group box. Here you can find an ongoing record of both saved changes and any narrative that has been entered. Narrative can be entered at any time prior to approval, and can be used for communication between the supervisor, security delegate, and state security liaison.

Note: A supervisor will only be able to enter text on the Security Request page.

eWiSACWIS UAT

Print Spell Check Help

Security Request

Request ID: 8007775 02/07/2017 By: [Bundrage, Jenny \(8099197\)](#) Ashland Pending Submission

Processing

Request Type: ☒ New ☐ Change ☐ Delete

Worker record(s) to adjust:

[CPS Worker, Tina](#) [Remove](#)

Delegate:

Liaison:

☐ CC to supervisor(s):
[Default-CNV-Worker, DaneCounty.](#)

02/07/2017 09:24 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 09:24 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 09:24 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 09:25 AM -- Bundrage, Jenny --
Fields changed: Liaison

02/07/2017 09:25 AM -- Bundrage, Jenny --
Fields changed: Liaison

Notes/History:

[More...](#) [Less...](#) [Default](#)

(Secure comments:)

[More...](#) [Less...](#) [Default](#)

Options: [Go](#)

[Save](#) [Close](#)

12. A Compare user groups hyperlink will appear in the lower left corner of the page. Selecting it will open the User Group Comparison page.

Security Request -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Security Request

Request ID: 8000203 06/12/2015 By: [Cake, Catlin \(6130118\)](#) Rusk Pending Submission

[More...](#) [Less...](#) [Default](#)

Requested Changes

	Requested Settings Clear Send WAMS Registration email	Current Settings	Compared Worker Search Match Davids, Laura
WAMS:		Johnson, Renee renee.johnson@ruskco.gov	
Security Delegate:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
eWRpt. Authorizer:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
Job Class			
Job Class	Support Staff	CPS/JJ Intake Worker	Support Staff
Approval level:	1	1	1
Can Assign:	No	No	No
Reporting Group:			
All expando:	No	No	No
Medicaid Rep:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
User group:	Rusk - Fiscal Search	Rusk - Ongoing	Rusk - Fiscal
Compare user groups			

Options: [Go](#) [Save](#) [Close](#)

13. The Group 1 column shows the profiles of the requested user group of the worker. The Group 2 column shows the profiles of the worker's current user group. Select the Only show differences checkbox to remove all profiles that are the same between the two user groups.

User Group Comparison -- Webpage Dialog

eWiSACWIS Print Spell Check Help

User Group Selection

☒ Only show differences

Group 1: [Rusk - Fiscal Search](#)
Stiner

Group 2: [Rusk - Ongoing Search](#)
Ongoing Workers

Comparison

Adoption Assistance Payee	No	No
Create/Maintain FH Certification Levels 3 & 4:	No	No
Create/Maintain FH Certification Levels 5:	No	No
Create/Maintain Private Provider:	No	No
ICPC:	No	No
Link Providers:	Yes	Yes
View Adoption Case/Person In Search:	No	No
View All County:	Yes	Yes
View All Service Types:	No	No
View Characteristics/MMH In Search:	No	No
View Restricted Cases:	No	No
View Restricted Providers:	No	No
Profiles:		
		Access Reports - Worker
		Actuarial Risk Assess-ReadOnly
		Adoption Referral
		Assignment
		Case Maintenance
		Check No. Recording
		Desktop
		File Cabinet - Case & Provider

Close

14. To approve or cancel the security request, there are 3 different options:

- **Approve:** When selected with Go, the system will determine if there are any requested security changes that require a State Liaison approval. An example of this is choosing Yes to requesting a Security Delegate. If the requested security does not require a State Liaison's approval, your request will automatically be approved when you click Approve and Go at which time the page will freeze and any further changes will require you to create a new security request.
- **Cancel:** Choosing cancel effectively not approves the security request and it becomes froze but viewable for future reference.
- **Send to State Security Liaison:** Choosing this option will automatically send the security request to the State Liaison.

15. If you do not use the Options dropdown, but only want to make notes and "Save" you can make changes and click Save. This will save your changes but the request status remains the same such as "with delegate", with "state liaison" or "pending submission".



The screenshot shows a web form for a security request. At the top, it displays the date and time "02/07/2017 10:10 AM" and the user "Bundrage, Jenny". Below this, it says "Fields changed: Liaison, Delegate". There is a section for "Notes/History" with a text area and a "More... Less... Default" link. Below that is a "(Secure comments:)" section with another text area. At the bottom left, there is an "Options:" label next to a dropdown menu. The dropdown menu is open, showing four options: "Actions", "Approve", "Cancel", and "Send to Delegate". A red circle is drawn around the "Options:" label and the dropdown menu. To the right of the dropdown menu is a "Go" button. Further to the right are "Save" and "Close" buttons.

16. The Request Status column gives the current status of each security request.

Note: A quick way for a Security Delegate to see all of their security requests is by going to the Security Request Search page via Maintain > Security > Security Requests.

https://apps.dcf.wisconsin.gov/ - Maintain Worker Information - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Worker

Name: [Johnson, Renee \(9194583\)](#) County: Rusk Employee ID: [Search](#)

Basic **Worker Security**

Settings

Job Class: Support Staff User Group: [Rusk - Fiscal](#) WAMS: Linked

☐ Medicaid Rep ☐ IV-E Worker ☐ Adoption IV-E Worker Report Access: ☐ All County ☐ Authorizer

Elig Reporting Region: Elig Technical Assistant:

Security Requests

Opened	County	Initial Request	Request Status
06/12/2015	Rusk	Cake, Catlin -- Fields changed: Job Class	Approved 06/15/2015

[Create](#)

[Save](#) [Close](#)

100%